



DEPARTMENT OF THE ARMY
CALIFORNIA ARMY NATIONAL GUARD
HEADQUARTERS, CAMP ROBERTS
CAMP ROBERTS, CALIFORNIA 93451-5000

CACR-PAO

20 January 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Home Town News Release Program Support

1. PURPOSE: This memorandum establishes policies and procedures for support of units with the Home Town News Release Program.
2. HOME TOWN NEWS RELEASE PROGRAM: Camp Roberts will support units in submitting newsworthy events as defined in DA Pam 360-3 to the Home Town News Release Center. To be eligible for this program, the event must have occurred at Camp Roberts or within 30 days prior to presenting the release to the Public Affairs Office. Except for retirement from military service, an event that has not actually taken place cannot be submitted. Participation is voluntary on the part of the individual(s) concerned. The program is open to all service members regardless of branch of service or status (active, Guard, or reserve), and Department of Defense civilian employees.
3. REQUIREMENTS FOR PARTICIPATION: Units seeking support for the Home Town News Release Program will either submit a completed DD Form 2266 or make arrangements with the Public Affairs Office to submit the information electronically.
4. PHOTOGRAPHS: Individuals wishing to supplement their release with a photograph may either submit an acceptable digital image through the Public Affairs Office or arrange to have a digital image taken by the Public Affairs Office. The Public Affairs Office is capable of producing a digital image that is acceptable IAW DA Pam 360-3, taken against a gray backdrop with a US flag in the background. Appearance in duty uniform, including BDU, is appropriate for this product.
5. The Camp Roberts Public Affairs Office point of contact is Lisa Norris at 805-238-8308.

JOHN F. SMITH
COL, FA
Commanding

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C (Garrison Staff, Tenant Organizations, and Units using Camp Roberts)